

Trade Internet Permits (TIP)

Mecklenburg County
Code Enforcement





What is TIP?

- Trade Internet Permits (TIP) allows primary contractors to submit, pay for, and print permits for projects that do not require a building permit.
- TIP allows the primary contractor to do this 24 hours a day, seven days a week.
- Submitting, paying for, and printing permits with TIP should be as easy as buying a book from Amazon.com.



Go to www.meckpermit.com and click on the “Electronic Services” link.

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Mecklenburg County, NC

Code Enforcement

MecklenburgCountyNC.gov

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Land Use & Environmental Services Agency
Code Enforcement
700 North Tryon Street
Charlotte, NC 28202
tel 311
fax 704-336-3839

Mecklenburg County > Code Enforcement

**Contractors**

**Homeowners**

**Architects & Engineers**

**Matthews Town Hall**

Online Permitting, Inspection & Plan Review Services

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- [Sunsetting of the Permit Extension Act of 2009](#)

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Electronic Services

Commercial Projects

Commercial

Electronic Plan Review and Permitting Services - includes Multi-Family projects

Permits Only - These services are for customers who wish to pull permits that do not require plan review

- TIP (Trade Internet Permitting) - Apply for trade internet permits through this system.
- In Scope Review - This is an extension of the TIP program for permits that require a little more information, but not full plan review.
- Internet Permitting and Inspection System - This is the normal online permitting system used primarily by contractors.

Plan Review - These services are for projects that require plan review

- CTAC - EPS(Commercial Technical Assistance Center - Electronic Plan Submittal) - Small project plan review that typically goes through our CTAC area will move to electronic plan review in March 2012
- Electronic Plan Review - Standard plan review which includes OnSchedule Review, Express Review, Mega Review and Revisions to Approved Plans

Land Development Service Agencies

- City of Charlotte Engineering and Property Management
- Mecklenburg County Land Development

Residential Projects

Residential

Electronic Plan Review and Permitting Services - Residences, Townhomes, Duplexes

Permits Only - These services are for customers who wish to pull permits that do not require plan review

- HIP (Homeowner Internet Permitting)

Plan Review - These services are for projects that require plan review

- RTAC- EPS (Residential Technical Assistance Center - Electronic Plan Submittal)- Residential electronic plan review

Land Development Service Agencies

- City of Charlotte Engineering and Property Management
- Mecklenburg County Land Development (Late January 2012)

How do I?

Step by Step guides to our Residential and Commercial services (pdf format)

- Apply for a HIP (homeowner internet permit)
- Apply for a TIP (trades internet permit)
- Apply for In Scope Review
- Submit for the Residential E-Plan program
- Package drawings for Electronic Plan Review (February 2012)

Online Permitting, Inspection & Plan Review Services

Services:

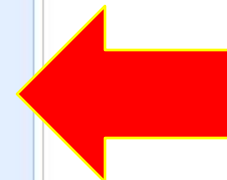
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for
utilizing
Electronic
Services





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Electronic Services

Commercial Projects

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Online Permitting, Inspection & Plan Review Services

Services:

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Click the TIP link to access the actual application



Sign in to TIP on the left hand side. If you do not have a TIP account, click the “create a new Login” link in the middle of the page.



Meck County POSSE - Main Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Address Book Favorites

Address <http://webpermit.mecklenburgcountync.gov/webpermit/> Go Links

Code Enforcement

**Internet Permitting and Inspection System
Charlotte and Mecklenburg County**

CONTRACTOR
User Sign In

VIEW PERMITS
By Address
By Project
By Permit #

LINKS
Plan Review Status
Inspector Territories
Fee Schedule

GUESTS	CONTRACTORS	NEWS TO KNOW
<p>> Select an option from the menu on the left to: View permits and inspections by address or permit number; Check status of a plan review; or See who your inspector is.</p> <p>MAIN OFFICE: 704-336-2831 AUTOMATED PHONE: 704-336-8000</p>	<p>> Click User Sign In to submit permits, schedule inspections, view your permits, inspections, and account.</p> <p>> Note: If you are new to the system, create a new Login.</p> <p>> View your Defect Rate Charges by entering your Permit Number and clicking on the Certificate of Occupancy link. The Defect Rate Report is page 2 of the CO.</p>	<p>What's New ??</p> <p>Keep up with what's going on in Code Enforcement by visiting www.meckpermit.com</p>

QUICK FIND
[Code Enforcement Phone Numbers](#)
[Print a Certificate of Occupancy](#)



Login using your UserID and Password.

Meck County POSSE - Sign In - Microsoft Internet Explorer

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Address <http://webpermit.mecklenburgcountync.gov/webpermit/signin.asp> Go Links

Code Enforcement MECKLENBURG COUNTY

USER SIGN IN	
User ID	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Submit"/>	

FORGOT YOUR PASSWORD? Use the [Automatic Password Reset](#)
Provide your account number and e-mail address.
NOTE: Passwords are case sensitive. Please enter your password exactly as assigned.

Use of this system requires a [Permit Fee Account](#).

[Frequently Asked Questions About Internet Permitting](#)

[Contractor New Quarter Failure Rate](#) Available

[Contractor Last Quarter Failure Rate](#) Available

Second Quarter 2009 [Contractor Activity Type and Top 5 Defects](#) Available

Done Internet



Click the “Trade Permits” link (under Online Permits) on the left-hand side of the page.

Meck County POSSE - Main Page - Microsoft Internet Explorer

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Address <http://webpermit.mecklenburgcountync.gov/webpermit/default.asp> Go Links

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Code Enforcement

MECKLENBURG COUNTY

Welcome, HILLEGASS PLUMBING

CONTRACTOR
User Sign In
Change Password
User Sign Out
Account Info

SUBMIT PERMIT APPLICATION
Building
Electrical
Mechanical
Plumbing

ONLINE PERMITS
Trade Permits

VIEW PERMITS
My Permits
My Inspections
My Inspections on Date

CONTRACTOR INFORMATION

Follow these easy steps:

- > To **SUBMIT a PERMIT**: Select permit type from left menu, lookup an address, complete the application and submit.
- > To **SCHEDULE an INSPECTION**: Click Schedule Inspection, enter the appropriate permit, and complete.
- > **My Permits**: A listing of your active permits.
- > **My Inspections**: A listing of your inspections and results.
- > **View any Permit**: Either by Address or By Permit #. Click links on left. Inspection information included.

[Search an address](#) and see who the assigned inspectors are for your job.

QUICK FIND
[Code Enforcement Forms](#)
[Inspector Phone Numbers](#)
[Print a Certificate of Occupancy](#)

NEWS TO KNOW

TIP
ONLINE PERMITS FOR TRADES (E, M, P)

The primary contractor can submit, pay for, and print permits for projects that do not require a building permit, such as change-outs, without staff intervention, 24 hours a day, seven days a week.

To GET ONLINE PERMIT, enter details about the type of work being performed, sub-contractors used (if any) and print your permits online.

Use of this site requires that your Browser allow Pop-ups.

Done Internet

Start 24 Microsoft... S:\BDC\2009\... Doc6.doc - Mi... Code Enforce... Meck County... 5:03 PM



Click continue to begin the TIP process.

Trade Internet Permits Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Feeds

Address <http://tipstest.mecklenburgcountync.gov/Home.aspx> Go Links

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Code Enforcement

Trade Internet Permits


Trade Internet Permits Home

Apply for a New Trade Internet Permit

Mecklenburg County requires contractors to have a permit for certain projects and it has provided this website to make that an easy online process. The benefits of obtaining a permit from this website are:

- The primary contractor may submit, pay for, and print a permit for projects such as change-outs, without staff intervention, 24 hours a day, seven days a week.
- Primary contractor should apply and pay for all sub-trades. Mechanical contractor is considered to be the primary contractor when the project requires Mechanical, Electrical & Plumbing work. Plumbing contractor is the primary contractor for electric water heater change-outs. Electrical may be the primary only on projects not requiring mechanical or plumbing work, such as a service upgrade.
- Upon completing the on-line process, a contractor can immediately request inspections as soon as the work is performed. The county will send certified inspector(s) to verify code compliance.
- The cost of the on-line permit is less than if applying in-person or using the "Submit Permit Application" process.
- If your project is outside the scope of this contractor Trades Internet Permits (TIP) online process, you may submit your project online through the regular "Submit Permit Application" process that will use staff to process and issue your permit.

 [Continue](#)


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Done Internet

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Accept the terms and conditions.

Terms and Conditions - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <http://tipstest.mecklenburgcountync.gov/TermsAndCond.aspx> Go Links

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Code Enforcement

Trade Internet Permits

Terms and Conditions

To proceed please read and accept the Terms and Conditions.

Attention:
To proceed, please read carefully and accept these terms and conditions before using this website.

Contractor Declaration:
I hereby affirm that I am a contractor bonded to work in Mecklenburg County for which I am securing this permit(s). I hereby certify that all information in this application is correct, and that LUESA Code Enforcement will be notified of any changes for the project permitted herein. Failure to notify may cause this permit(s) to be null and void. Furthermore, for projects on commercial use properties (retail, office, etc), I agree that even though I am paying for the permits, I will not be considered as a general contractor for the project.


Project Exclusion:
At this time, Trade Internet Permit(TIP) is for projects that do not require a Building permit. Projects that require a Building permit is outside the scope of this online process, and must be submitted either through the regular online "Submit Permit Application" process, or by applying in-person depending on whether a plan review is needed.

Zoning / Local Ordinances:
Zoning restrictions or adhering to local ordinances, if any, is the responsibility of the contractor.

Public Records:
The County of Mecklenburg is governed by the North Carolina public records laws. This means that the information we receive online might be disclosed to any person making a public records request. Certain types of information (such as electronic payment information) are exempt from disclosure as public records. If you have questions about the North Carolina public records laws, refer to N.C. G.S. §132.1 et. seq. For purposes of determining whether information is a public record, information sent to us through this web site is treated the same as information sent to us by mail or delivered to us in person.

Exceptions to applicability:
These regulations shall not be applicable or enforceable without the consent of the owner with regard to lots, buildings, or structures for which a permit has been issued prior to the effective date of these regulations so long as the permit has not been revoked pursuant to G.S. 160A-422. If construction authorized by the permit is not started within 6 months of the permit issuance, or after construction has commenced, it is discontinued for a period of 12 months, the permit shall immediately expire pursuant to G.S. 160A-418 and any further work shall be subject to these regulations.

☒ I accept these terms and conditions. [Continue](#)



[Mecklenburg County](#) | [Code Enforcement](#)

Start 24 Microsoft ... S:\BDC\2009\S... Document4 - M... Code Enforcem... Terms and C... Internet 4:49 PM

As the primary contractor, verify that your license information is complete and accurate. Then, click continue.



License Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://tips.mecklenburgcountync.gov/ContrLicInfo.aspx> Go Links

Code Enforcement **Trade Internet Permits**

License Information

License Details

Our system shows that you have the following licenses:

<u>Trade</u>	<u>License Number</u>	<u>Status</u>
Plumbing	24488	Active

Note:
If any of the above account information is incorrect, please contact Mecklenburg County Residential Permits at (704) 432-3119.

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Mecklenburg County | Code Enforcement

Done

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Select the type of property use that best fits your project and click “continue.”



Property Type - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://tips.mecklenburgcountync.gov/PropUse.aspx> Go Links

Code Enforcement **Trade Internet Permits**

Property Use

- ☒ One/Two Family
- ☐ Townhouse
- ☐ Condominium
- ☐ Apartment
- ☐ Other (Office, Library, etc.)

Back Continue

Mecklenburg County | Code Enforcement

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Contractor must select the building type for their project. Any selection other than “existing” will result in an error message and will not be eligible for TIP.



Type of Building - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://tips.mecklenburgcountync.gov/BuildType.aspx> Go Links

Code Enforcement **Trade Internet Permits**

Type of Building

Is this a new building, existing building or an addition to an existing building?

Building Type

☐ New

☒ Existing

☐ Addition

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Mecklenburg County | Code Enforcement

Done Start 24 Microsoft... S:\BDC\2009\... Microsoft Word Code Enforce... 2 Internet... Internet 5:20 PM

Enter the project address and tenant contact information and select “continue.” If the address is not found, the system will prompt the contractor to contact Code Enforcement.



Enter Project Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://tips.mecklenburgcountync.gov/AddrDet.aspx>

Code Enforcement MECKLENBURG COUNTY

Trade Internet Permits

Enter Project Address

Please enter the project address and click the 'Continue' button.

Project Address

Number	Street Name	City
<input type="text" value="700"/>	<input type="text" value="Tryon"/>	<input type="text" value="Charlotte"/>

Search hints:

1. Enter only the first number or two of the Street Number.
2. Enter only the first few letters of the Street Name.
3. Try a different City if no results are found for the selected City.

Contact Information

Owner / Tenant Name:

Phone #

Done

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Once you have selected the correct address, confirm your selection and click “continue.”



Confirm Address - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://tips.mecklenburgcountync.gov/ConfAddrDet.aspx?origin=addrsrch> Go Links

Code Enforcement **Trade Internet Permits**

Confirm Address

Please confirm that the project address is correct and click the 'Continue' button.

Confirm Address

700 N Tryon St Charlotte

[Back](#) [Continue](#)

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[Property Use](#)
[Building Type](#)

Project Address
700 N Tryon St Charlotte

Work Types
Contractor Details

Confirm Work Details
Permit Fee
Permits Issued

Mecklenburg County Code Enforcement

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Time sent: 5:24:53 PM 7/10/2009
Total pages: 1

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Select the type of work being performed and click “continue.”

Type of Work - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://tips.mecklenburgcountync.gov/WorkType.aspx>

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Code Enforcement **Trade Internet Permits**

Type of Work

Please select the type of work being performed.

Work Type

- ☐ New Equipment
- ☐ Repair / Replace Plumbing Systems
- ☐ Equipment Change Out
- ☒ Gas Piping Only
- ☐ Electrical Only

Back **Continue**

Mecklenburg County | Code Enforcement

Done

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- [Equipment Changeout](#)
- Contractor Details
- Confirm Work Details
- Permit Fee
- Permits Issued



Enter the new equipment details and click “continue.”

New Equipment Details - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://tips.mecklenburgcountync.gov/NewEquipDet.aspx>

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New Equipment Details

Please select the new equipment that is to be installed.

Details

☐ Dryer

☒ Outdoor Grill

What is the primary energy source for the outdoor grill?

☒ Electric

☐ Gas

Contractor

Remarks:

☐ Gas Fireplace

☐ Gas Logs

☐ Gas Light

☐ Range

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[700 N Tryon St Charlotte](#)

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New Equipment

Contractor Details

Confirm Work Details

Permit Fee

Permits Issued

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If the new equipment is not in the list, then you need to apply for the permit at:
Mecklenburg County, 700 N Tryon Street, Charlotte, 27602.

Done

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Enter contractor details, the construction value, and select the utility company used. NOTE: If any of the sub-contractor license numbers are invalid, the application will be aborted.



Contractor Details - Windows Internet Explorer

http://tipstest.mecklenburgcountync.gov/ContrDet.aspx

File Edit View Favorites Tools Help

My Yahoo! Contractor Details x

Code Enforcement

Trade Internet Permits

Contractor Details

Please enter the NC license number of the contractors you are planning to use:

NC License # or Contractor Id

Electrical:

Plumbing: 02138

Please enter the total construction value below:

Total Construction Value

Electrical:

Plumbing:

Please enter the Utility Details

Electric Company:

Back Continue

Mecklenburg County | Code Enforcement



Confirm the information you entered is correct, and select “continue.” If some of the information is incorrect, click “back.”

Confirm Work Detail - Windows Internet Explorer

http://tipstest.mecklenburgcountync.gov/ConfWorkDet.aspx

File Edit View Favorites Tools Help

Confirm Work Detail

Code Enforcement

Trade Internet Permits

Confirm Work Details

Please confirm the scope of work, contractor details and construction values.

Work Details

Replace existing electric water heater.

Contractor Details

	NC License #	Contractor Name
Electrical:	21038	OSBORNE BROTHERS ELECTRIC INC
Plumbing:	02138	PRICE BROTHERS INC

Construction Value

	Construction Value
Electrical:	\$100
Plumbing:	\$100
Total Construction Value:	\$200

Back Continue

Mecklenburg County | Code Enforcement

The system will estimate your permit fee and ask if you wish to proceed. Proceeding authorizes the system to charge your account. Select “yes” or “no” and then Click “continue.”



Permit Fee - Windows Internet Explorer

http://tipstest.mecklenburgcountync.gov/PermitFee.aspx

File Edit View Favorites Tools Help

Permit Fee

Code Enforcement

Trade Internet Permits

Permit Fee

The estimated permit fee for the request is \$90 and this amount will be debited from your account.

Do you wish to proceed?

☐ Yes

☐ No

Back Continue

Mecklenburg County | Code Enforcement



When you have reached this screen, the permits have been issued. Click on the link(s) to view and print the permits for your records.

Permits Issued - Windows Internet Explorer

http://tipstest.mecklenburgcountync.gov/IssSummary.aspx

File Edit View Favorites Tools Help

Permits Issued

Code Enforcement

Trade Internet Permits

Permits Issued

Trade Permits Home

License Information

Property Use

Building Type

Project Address

700 N Tryon St Charlotte

Work Types

Equipment Changeout

Contractor Details

Confirm Work Details

Permit Fee

Permits Issued

Permit

Click on the hyperlink(s) below to view the permit(s). You should keep a printed copy of the permit(s) for your records.

<http://meckpossewebtest/webpermitts/download.asp?PosseObjectId=53796589>

<http://meckpossewebtest/webpermitts/download.asp?PosseObjectId=53796592>

Thank you for using the Mecklenburg County Trade Internet Permit application system.

[Apply for New Trade Internet Permit](#)

Mecklenburg County | Code Enforcement

Internet 100%

Questions and Comments



- For questions and comments regarding the TIP system, please contact the Residential Technical Answer Center at 704-432-RTAC or 704-432-7822.